

Disability Awareness Month

EVALUATION PACKET

With any organized activity or event, three major steps are involved. First, there is planning and preparation. Your Awareness Month activities probably took several hours of planning. The next step is implementation – actually conducting your Awareness Month activity. The final step is evaluation, a crucial component of any planned activity/event. Evaluations provide valuable feedback from those who attend your event(s). The information gathered is used to measure the success of the activity/event and can also help in planning for next year.

Development

Plan your evaluation two to three weeks before your Awareness Month event. Determine what you want the evaluation to tell you. Are the ages of your event participants important? Are you interested in how people found out about the event? What are their feelings toward people with disabilities? Make a list of the things you would like to know. Then, format the thoughts into questions. You can use the sample evaluation provided to create your own. The best are yes/no and number/word questions.

A few short answer questions are okay, but keep in mind that you will receive more complete evaluations if the format is short, to the point and easy to fill out.

Also determine how the evaluation will be administered. Will you have volunteers asking people questions? Will the evaluation be handed out as participants leave the event? Will participants mail the form back to you? Or will you have a volunteer hand out the evaluation as people enter, and ask them to complete it before they leave?

Once you have developed the evaluation questions and determined the collection method, ask someone assisting you with the event to review your questions. A fresh reading can foster new ideas and suggestions.

After the evaluation questions are developed, type an evaluation report. Allow enough writing space for short answer questions. If the evaluation is to be mailed back to you, clearly display on the form the name and address to which it should be returned. Also, make sure you have enough copies. Many people copy their evaluation forms onto attention-getting blue, green, yellow or pink paper. You can copy the evaluation using a standard office copier or you can have it done at any quick print shop.

At the Event

Depending on the distribution and collection method you have chosen to use, arrange for a volunteer(s) to help with the evaluations. Or, you might want to arrange for several volunteers to conduct the evaluation orally. You could provide a clipboard and copies of the form to volunteers and ask them to circulate during the event to collect feedback. This method works best during less formal event activities such as exhibit viewing or Awareness Day.

Follow Up

The overall results should indicate the event's strengths and weaknesses and list suggestions for next year's event. Make copies of the composite evaluation for anyone who assisted you.

Note: Attach a copy of the composite event evaluation to the overall evaluation form and event activity report for the Governor's Council. The more specific information we receive from you, the better we can plan next year's Awareness Month materials.

(Sample Evaluation Form)

Event Name

Sponsored by (Anytown School District)

Please take a few moments to share your views on today's Disability Awareness Month event.
Circle the appropriate "Xs."

	Excellent	Good	Fair	Poor
<u>Facility</u>				
Parking	X	X	X	X
Space	X	X	X	X
Accessibility	X	X	X	X
<u>Speaker</u>				
Content	X	X	X	X
Interest	X	X	X	X
Acoustics	X	X	X	X
<u>Activities (Examples)</u>				
Wheelchair obstacle course				
1. Appropriateness	X	X	X	X
2. Organization	X	X	X	X
Exhibits				
1. Appropriateness	X	X	X	X
2. Organization	X	X	X	X
<u>Overall Satisfaction with event</u>	X	X	X	X
Do you have a disability?	Yes	No		
Do you have a family member with disabilities?	Yes	No		
Do you feel the activities were appropriate?	Yes	No		
Do you feel the event increased awareness of disability issues?	Yes	No		
Do you feel the event promoted positive attitudes about people with disabilities?	Yes	No		

Describe one or two things you learned because of this event:

EVALUATION TIMELINE CHECKLIST

* This timeline checklist should be adjusted according to your planning timeframe.

Three weeks before the event:

_____ Decide what information you want to receive from the evaluations.

_____ Decide how the evaluations will be distributed and collected.

Two weeks before the event:

_____ Write the evaluation form.

_____ Make copies of the evaluation form. (Make sure you have enough copies to distribute.)

One week before the event:

_____ Arrange to have a volunteer in charge of distributing and collecting the evaluations.

After the event:

_____ Compile the results from the evaluation to assess the success of your event.

_____ Prepare a report on the evaluation results and refer to it when planning next year's event.

_____ Send a copy of your event evaluation results in with the overall evaluation form and event activity report to the Governor's Council.